



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012-2766  
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY  
AUDITOR-CONTROLLER

June 20, 2006

TO: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

FROM: J. Tyler McCauley *Jm*  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – DIMONDALE  
ADOLESCENT CARE FACILITY, SITES 1, 2, 3 AND 4**

We have completed a review of Dimondale Adolescent Care Facility, Sites 1, 2, 3, and 4 operated by Dimondale Adolescent Care Facility, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Sites 1, 2, 3 and 4 are each six-bed facilities, which provide care for girls ages 13-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Site 1 was providing services for four Los Angeles County DCFS children, one Los Angeles County Probation child, and one Ventura County child. Sites 2, 3, and 4 were each providing services for six Los Angeles County Probation children.

Sites 1 and 3 are located in the Second District; Site 4 is located in the Fourth District; and Site 2 is located in the Fifth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection,

*"To Enrich Lives Through Effective and Caring Service"*

and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address the several deficient areas.

All four sites need to obtain current court authorizations for children taking psychotropic medication.

Sites 1, 2, and 3 need to provide routine psychiatric evaluations for children taking psychotropic medication.

Site 2 needs to provide children with sufficient quantities of clothes; and provide children with adequate personal care items.

Site 4 needs to clean the window coverings in the living room; clean or paint the interior walls; clean the carpet; repair the ceiling crack in bedroom two; and replace the window coverings in bedroom two.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:jdh

[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
David Sanders, Ph.D., Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Audra Fleming, Executive Director, Dimondale Adolescent Care Facility  
Public Information Office  
Audit Committee

**Dimondale Adolescent Care Facility One  
1632 Dimondale Drive  
Carson, California 90746  
Phone: (310) 764-5670  
License Number: 198203882  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Dimondale Adolescent Care Facility One is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children do not have current court authorizations for psychotropic medications they are taking, and are not routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**1. Dimondale Adolescent Care Facility management:**

- a. Obtain current court authorizations for all children taking psychotropic medication.
- b. Provide routine psychiatric evaluations by the prescribing psychiatrist for all children taking psychotropic medication.

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews:**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**Dimondale Adolescent Care Facility Two  
44116 63rd Street West  
Lancaster, California  
Telephone: (661) 722-7831  
License Number: 197605014  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Dimondale Adolescent Care Facility Two is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children do not have current court authorizations for psychotropic medications they are taking, and are not routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**1. Dimondale Adolescent Care Facility management:**

- a. Obtain current court authorizations for all children taking psychotropic medication.**
- b. Provide routine psychiatric evaluations by the prescribing psychiatrist for all children taking psychotropic medication.**

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality; however, children are in need of additional clothing items.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home does not provide children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**2. Dimondale Adolescent Care Facility management:**

- a. Provide children with sufficient quantities of clothes.**
- b. Provide children with adequate personal care items.**

**Dimondale Adolescent Care Facility Three**  
**2509 West 115<sup>th</sup> Place**  
**Hawthorne, California 90250**  
**Telephone: (323) 777-6258**  
**License Number: 198204471**  
**Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Dimondale Adolescent Care Facility Three is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

**There are no recommendations for this section.**

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children do not have current court authorizations for psychotropic medications they are taking, and are not routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**1. Dimondale Adolescent Care Facility management:**

- a. Obtain current court authorizations for all children taking psychotropic medication.
- b. Provide routine psychiatric evaluations by the prescribing psychiatrist for all children taking psychotropic medication.

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendation**

**There are no recommendations for this section.**

**VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**Dimondale Adolescent Care Facility Four**  
**1461 North Anaheim Place**  
**Long Beach, California 90804**  
**Telephone: (562) 494-7534**  
**License Number: 197804638**  
**Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Dimondale Adolescent Care Facility Four is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the interior of the Group Home requires improvement. The Agency needs to clean the living room window coverings, and clean or paint the walls and carpet throughout the home.

The children's bedrooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, in bedroom two, the ceiling has a significant crack, and the window coverings do not properly fit the windows.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Dimondale Adolescent Care Facility management:**

- a. Clean the window coverings in the living room.**
- b. Clean or paint the interior walls.**
- c. Clean the carpets.**
- d. Repair the ceiling crack and replace the window coverings in bedroom two.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

**There are no recommendations for this section.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

#### **Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Documentation confirms that children are routinely seen by the prescribing psychiatrist. However, one child does not have a current court authorization for the psychotropic medication she is taking.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

#### **Recommendation**

- 2. Dimondale Adolescent Care Facility management obtain current court authorizations for all children taking psychotropic medication.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

#### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews:**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

***Dimondale Adolescent care Facility***  
**1632 E Dimondale Dr**  
**Carson CA 90746**  
**951-205-4721 (cell)**

***Attention:***

Ms Candace Rhue  
Group home Audit Supervisor  
500 W. Temple St.  
Room #515-A  
Los Angeles CA 90012

**March 29, 2006**

Re: Corrective action Plan for DACF1 (#198203882), DACF2 (198203882),  
DACF3 (198204471) and DACF4 (197804638).

The following will address the Corrective Action Plan (CAP) for the above sites:

**DACF1, DACF3 & DACF4**

**V. Psychotropic Medication:**

a. Obtain current court authorizations for all children who are prescribed psychotropic medication.

**CAP:**

All residents who were in residence during this evaluation and were on prescribed psychotropic medications and are still living with us have current court orders. For the newer residents we are currently seeking current authorization.

***Person responsible for maintaining implementation:*** The managers of each facility will ensure that there is a current court authorization for each resident who is prescribed psychotropic medication.

b. Provide routine psychiatric evaluations by the prescribing psychiatrist for all children who are prescribed psychotropic medication.

**CAP:**

Currently we have contracted with Personal Involvement to provide our residents with monthly and timely psychiatric evaluation and monitoring of all prescribed psychotropic medication.

***Person responsible for maintaining implementation:*** The administrator will ensure that all appointments are made and that proper documentation and record for each resident is kept.

**DACF4**

**I. Facility and Environment:**

a. Clean window coverings in the living room.

**CAP:** All windows were cleaned on 3/6/06.

b. clean or paint the interior walls.

**CAP:** The entire interior of the facility was painted during the week of 3/16/06.

c. Clean the carpets.

**CAP:** The carpets were cleaned on 3/6/06. We have planned to replace the carpets by the middle of April 2006.

***Person responsible for maintaining implementation:*** The manager of DACF4 will ensure that the physical plant remains in a clean and neat manner at all times.

## **DACF2**

### **V. Psychotropic Medication**

1. Obtain current court authorizations for children who are prescribed psychotropic medication.

**CAP:** We are in the process of obtaining the psychotropic medication order for the minor in question. We have made numerous attempts to get the appropriate documentation. We have decided to take the children to an alternate psychiatrist at Children's Bureau in the future. We are going through the intake process at this time.

2. Provide routine psychiatric evaluations by the prescribing psychiatrist for all children who are prescribed psychotropic medication.

**CAP:** A psychiatrist, for therapy and medication evaluations, attends to all of the minors at DACF2 once monthly. DACF2 is contracted with Palmdale mental health (Dr. Calamari) to provide psychiatric evaluation and monitoring of our residents.

***Person responsible for maintaining implementation:*** The manager/administrator of DACF2 will be responsible for ensuring that we maintain current court authorizations for each resident. Additionally, it will be the responsibility of the manager to ensure that each resident receives a complete psychiatric evaluation upon admittance.

### **VII. Clothing and Allowance**

1. Provide children with sufficient quantity of clothes.

**CAP:** The minors receive a monthly clothing allowance of fifty dollars. DACF2 provides them with their uniforms for school and initially buys them undergarments, etc when they first arrive. We make arrangements with the legal guardians to deliver or we pick up the minors belongings whenever possible. The minors who were interviewed had only been placed at DACF 2 a week and 2 weeks. At this time each minor has sufficient quantity of clothing.

2. Provide children with adequate personal care items.

**CAP:** DACF2 provides all personal care items to our residents.

We have purchased small plastic bottles to put their shampoo, lotion and conditioner per the request of the auditor.

3. Life Books: DACF will create life books for each resident.

**CAP:** We have obtained all the necessary items for the minors to make and complete life books. They will work on them weekly as a group project. They will also be encouraged to work on them independently.

***Person responsible for maintaining implementation:*** It will be the responsibility of the manager to ensure that each resident has an adequate supply of clothing and personal effects at all times. Additionally, the manager will ensure that a life book is created for each resident.

Should you need any further information, please do not hesitate to contact us.

Respectfully,

A handwritten signature in black ink, appearing to read 'Panchoo', with a stylized flourish at the end.

Augustine Panchoo  
Administrator